

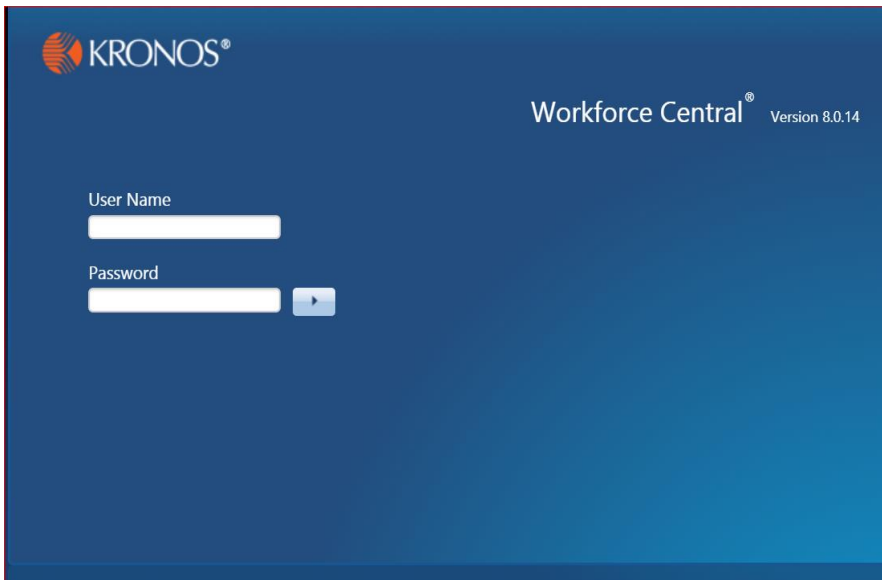


KRONOS

What is KRONOS used for?

- Access Your Schedule
- Time Card
- Request off
- Track Your Vacation and Sick Leave

To access KRONOS, login to: <https://timebandit.tamu.edu/wfc/logon>



Username: UIN Number

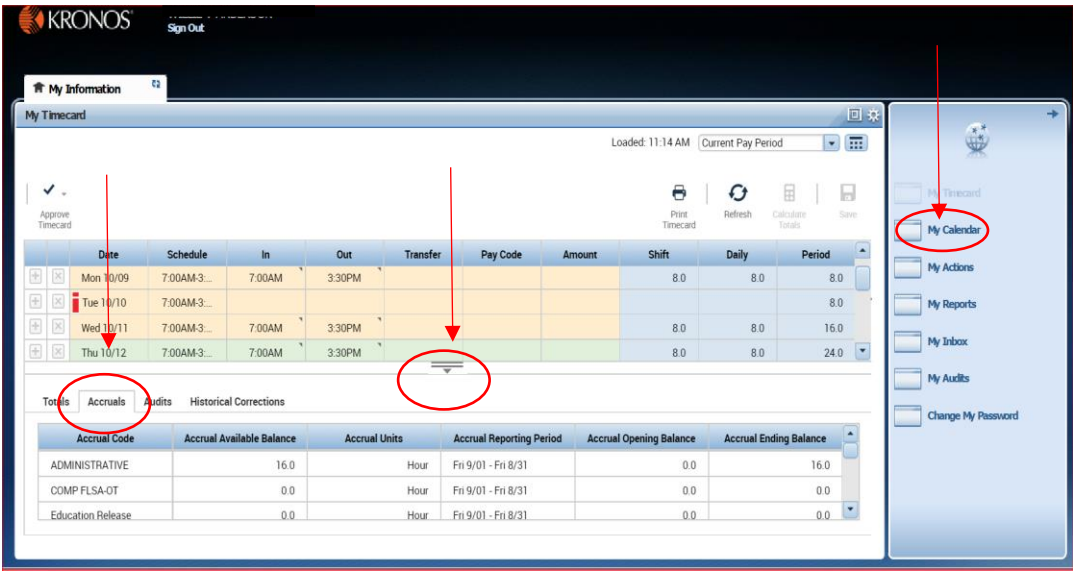
Once logged in, your screen should look like this. This is your timecard. →

Click on the double lines at the bottom.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Sun 10/08									
	Mon 10/09	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	8.0
	Tue 10/10	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	8.0
	Wed 10/11	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	16.0
	Thu 10/12	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	24.0
	Fri 10/13	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	32.0
	Sat 10/14									32.0
	Sun 10/15									32.0
	Mon 10/16	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	40.0
	Tue 10/17	7:00AM-3:30PM	7:00AM	3:30PM				8.0	8.0	48.0

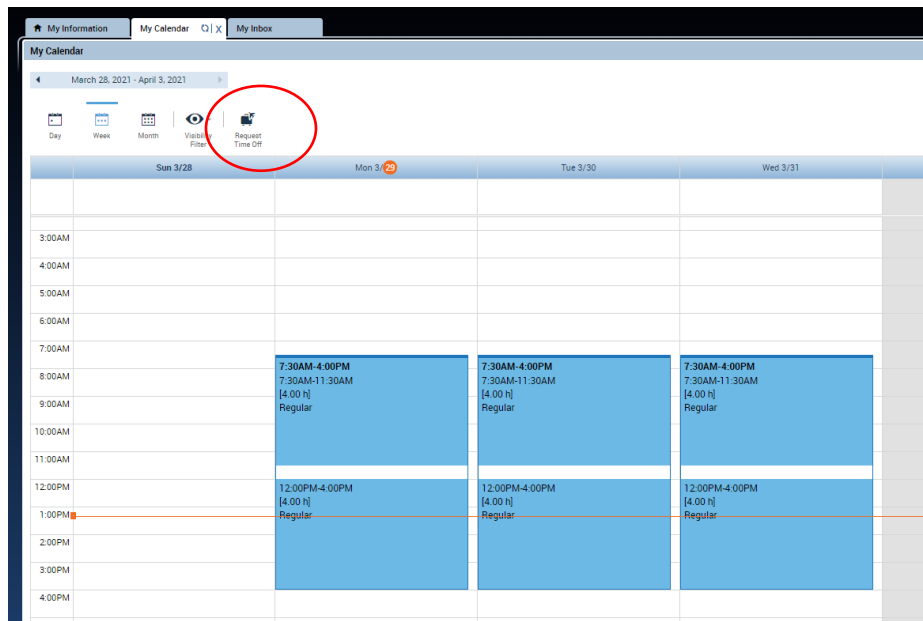


Request Time Off



- There will be 4 tabs at the bottom:
- 1: Click on **Accruals**
 - 2: Click on the double line once to go back to full screen
 - 3: To do a **Time off Request (TOR)** Click on **My Calendar**

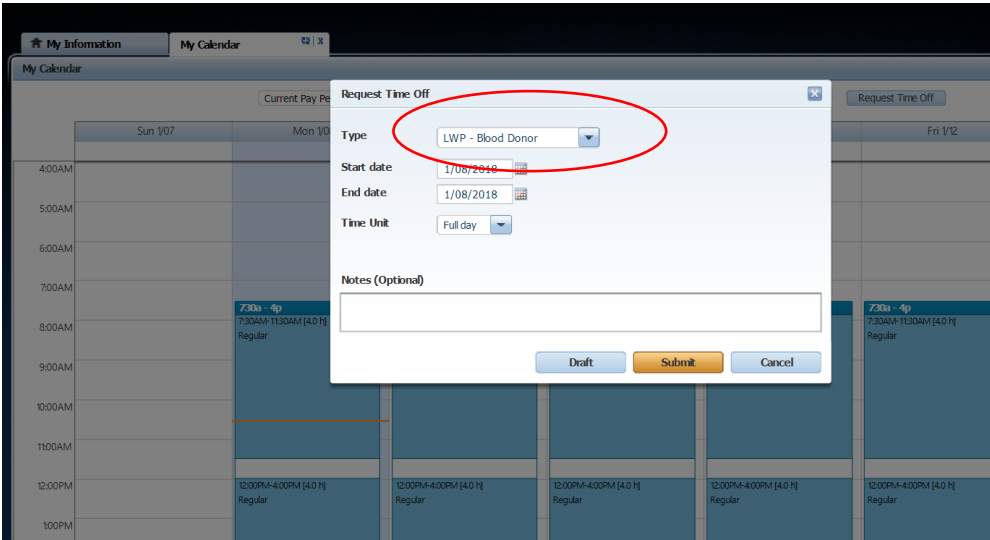
This is your calendar for you to request time off. Click on the **Time off Request**.





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Under the **Type** drop down menu, you will see your request off type. This is where you will select your vacation or sick leave type.

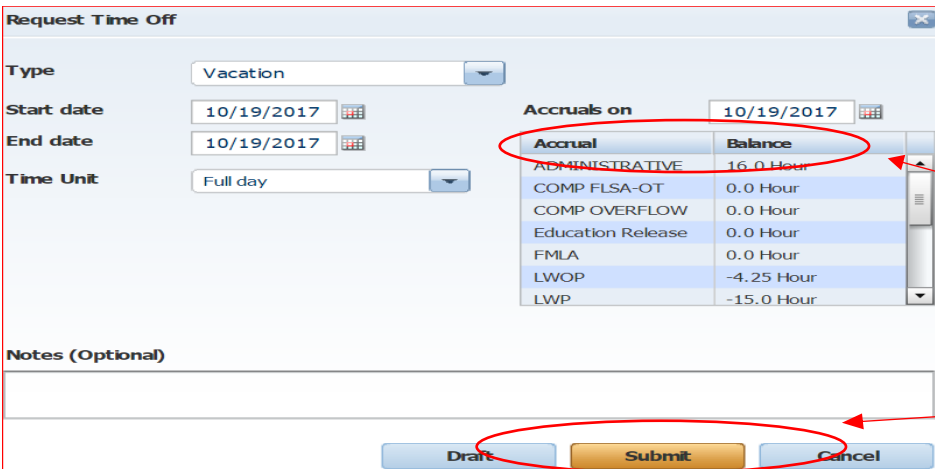
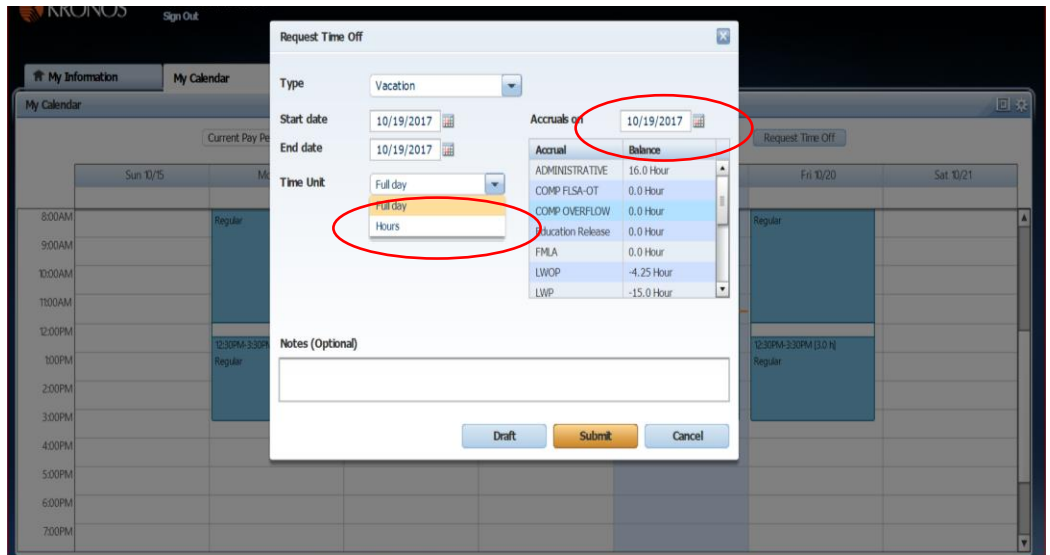
Accruals on: First date of your leave

Start Date: Start of Your leave

End Date: End of your leave

Time Unit: Select the **Full Day** or **Hours** here

**Time should be input in quarter hours, NOT exact time.*



This section displays your vacation and sick leave balance. Be sure to scroll down to see all totals.

Once complete, hit the **SUBMIT** button.



Approving Your Time Card

To approve your timecard you will need to select the dates on the calendar.

The calendar button

Select date

	Date	Schedule	In	Out	Transfer	Pay Code	Amount
	Sun 10/15						
	Mon 10/16	7:00AM-3:...	7:00AM	3:30PM			
	Tue 10/17	7:00AM-3:...	7:00AM	3:30PM			
	Wed 10/18	7:00AM-3:...	7:00AM	3:30PM			
	Thu 10/19	7:00AM-3:...	7:00AM	3:30PM			
	Fri 10/20	7:00AM-3:...	7:00AM	3:30PM			
	Sat 10/21						

Approve Timecard

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Sun 10/15									
	Mon 10/16	7:00AM-3:...	7:00AM	3:30PM				8.0	8.0	8.0
	Tue 10/17	7:00AM-3:...	7:00AM	3:30PM				8.0	8.0	16.0
	Wed 10/18	7:00AM-3:...	7:00AM	3:30PM				8.0	8.0	24.0
	Thu 10/19	7:00AM-3:...	7:00AM	3:30PM				8.0	8.0	32.0
	Fri 10/20	7:00AM-3:...	7:00AM	3:30PM				8.0	8.0	40.0
	Sat 10/21									40.0

Once you have selected the pay week you will then approve your timecard.



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Once all the TOR's are done and you have approved your timecard you will need to sign out.

Loaded: 1:19 PM Current Schedule Period

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sun 10/15									
+ X	Mon 10/16	7:00AM-3:...	7:00AM	3:30PM				8.0	8.0	8.0
+ X	Tue 10/17	7:00AM-3:...	7:00AM	3:30PM				8.0	8.0	16.0
+ X	Wed 10/18	7:00AM-3:...	7:00AM	3:30PM				8.0	8.0	24.0
+ X	Thu 10/19	7:00AM-3:...	7:00AM	3:30PM				8.0	8.0	32.0
+ X	Fri 10/20	7:00AM-3:...	7:00AM	3:30PM				8.0	8.0	40.0
+ X	Sat 10/21									40.0

- My Timecard
- My Calendar
- My Actions
- My Reports
- My Inbox
- My Audits
- Change My Password

For any questions on KRONOS, please contact an UES HR representative at: 979-862-4600.



Utilities & Energy Services

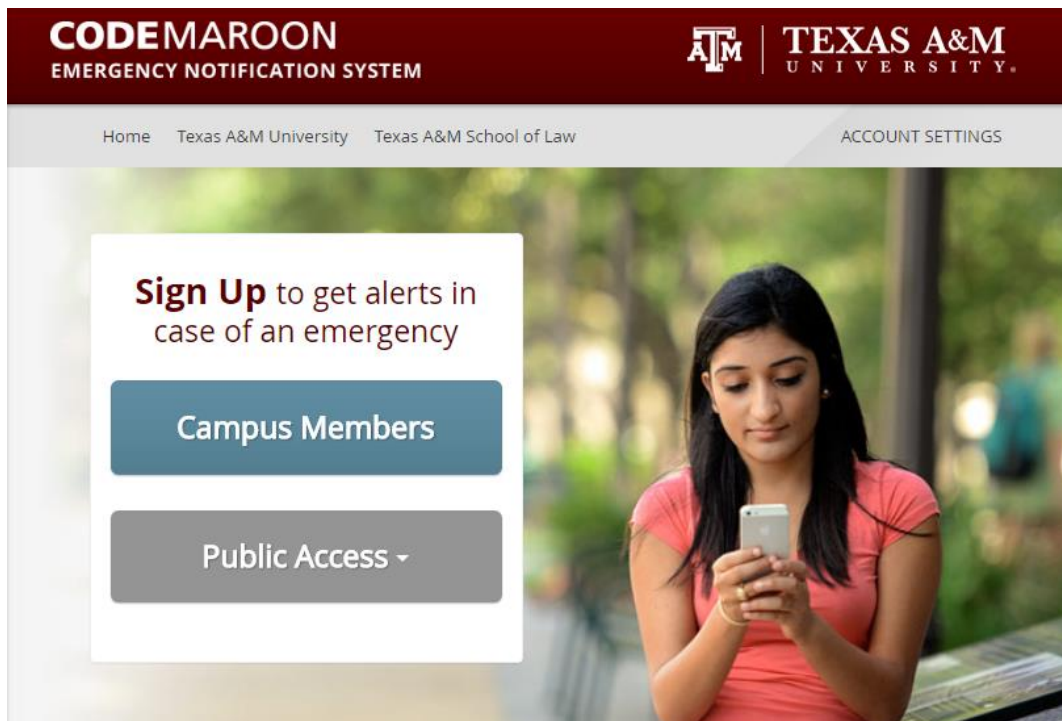
FACILITIES & ENERGY SERVICES

Code Maroon

Code Maroon is Texas A&M University's emergency notification system. **Code Maroon** uses multiple notification methods in a best effort to reach campus members in an emergency – by SMS text message, Texas A&M Email, KAMU-FM radio, campus cable television, Emergency Alert System radios, and computer alert.

How to Sign-Up for Code Maroon

- Login to <https://codemaroon.tamu.edu/>
- Select **Campus Members**



- Select **SSO Login**.
 - You will use your Single Sign On login to access this page.
- Next, Select **Text Alerts** and/or **Computer Alerts** to subscribe.

Announcements

Texas A&M University College Station will send Code Maroon tests each month.